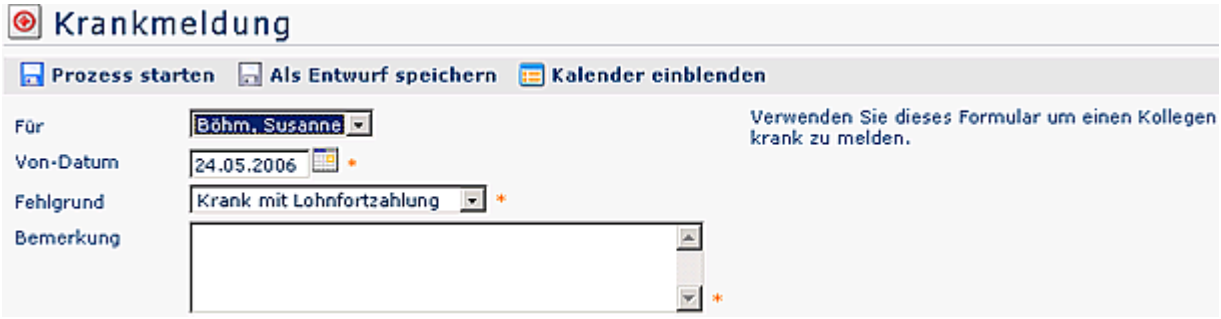
Sick note

This form allows you to deliver a sick note for a colleague

Select tthe name of the respective colleague fromthe list, enter the from date, click on the "Start process" button.
After starting the process, the absence reason is inserted immediately into the time-system. The period of sickness will be terminated by his/her next time booking.

Depending on the parametrization of the workflow, various persons (e.g. the HR-department, supervisor, ...) can receive an information note about the sickness.



You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editings, by clicking on the "Save as draft" button.
For detailed desription of handling, please see chapter >> Application Forms.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-en/admin/2675-dsy/5558-dsy/1002-dsy.html